

***MINUTES OF  
FACILITIES PLANNING AND IMPLEMENTATION COMMITTEE***

Tuesday, April 12, 2005      5:00 p.m.  
Warren Green, 2<sup>nd</sup> Floor Conference Room  
Hotel Street, Warrenton, Virginia

**Present:**

William G. Downey, Board of Supervisors  
Richard Robison, Board of Supervisors  
Anthony I. Hooper, Deputy County Administrator  
Kevin Burke, Acting County Attorney  
Butch Farley, Director, General Services  
Tom Boyer, Deputy Director, General Services  
Wanda Mercer, Executive Assistant, General Services

**Guests:**

Gail Barb, Circuit Court  
Keith Dickinson, Extension Office  
Tracy Gallehr, County Attorney's Office  
Michael Ferri, Moseley Architects  
Doug Harpole, Extension Office  
Billy Jenkins, Consultant  
Cassia Jenkins, Moseley Architects  
Jennifer Krick, John Marshall Soil & Water  
Jonathan Lynn, Commonwealth's Attorney  
Maria Del Rosso, Library  
Micah Meadows, Sheriff's Office  
Larry Miller, Parks & Recreation  
Jeff Parker, Judge  
Barbara Severin, Library Board  
Bill Weber, Citizen  
Helen Zaleski, Circuit Court

Mr. William Downey called the meeting to order at 5:05 p.m. on Tuesday, April 12, 2005.

**Minutes of March 8, 2005 Meeting**

Mr. Richard Robison requested a sentence be added to '**Project Review – Courthouse / Adult Detention Center**' clarifying that 2 operable windows would be installed on the 4<sup>th</sup> floor of the Courthouse. With this addition, the minutes were approved as amended.

**Change in Agenda**

Mr. Bill Downey noted that a change in the agenda order: **Project Review Update, item C. John Barton Payne Building**, would be moved to item A.

### **Project Review – John Barton Payne Building**

Mrs. Barbara Severin gave an update of the project. She noted that an arborist had visited the site to review the tree that would be affected by the elevator addition. The Town of Warrenton's Architectural Review Board will review the project at its April 2005 meeting. Project completion is anticipated in December 2005.

### **Project Review – Courthouse / Adult Detention Center**

Mr. Tom Boyer gave a brief project update. Work continues on the 3<sup>rd</sup> and 4<sup>th</sup> floors. Mr. Boyer will verify with the Town of Warrenton that occupancy permits will be issued as each floor is completed. Mr. Downey questioned if the elevator and safety systems need to be functional before the permits will be issued. Switches and switch gear replacement was discussed. The existing switch gear is not sufficient for the building renovations and the switch gear is outdated making replacement breakers difficult to locate. The engineer's recommendation is forthcoming. **The electrical issue will remain a top priority on the next FPIC agenda.** Substantial completion of Phase I is July 8; 56 days past the original schedule. This may be adjusted depending upon the delivery and installation of the new windows. The office lease is in place through the end of July for the Commonwealth Attorney's leased spaces at 70 Main Street. It was observed that there appears to be limited manpower working the site; this needs to be addressed with the contractor. It was confirmed that a sprinkler system is not required in the Courthouse.

Approval was given for Courthouse Change Order #5 which includes log reference #21 (\$2,292); #35 (\$520); #39 (\$525); #48 (\$8,829); #53 (\$3,416); #63 (\$525); #65 (\$518); and #71 (\$78,995). Mr. Hooper noted that #71 was for the windows.

Approval was given for Jail Change Order #6 which includes log reference #17 (\$14,576 and #72 (\$3,457). Charges incurred on log reference #J-072 (\$3,457) may be reimbursed from the kitchen trailer owner.

There was discussion concerning the need for additional funding for the project. A number of unforeseen elements are driving the need for additional funding. These issues include: water damage in the courtroom, replacement of the windows in the Courthouse, upgrading the electrical switch gear, requirements to use brick pavers for the portico and handicapped ramp, additional costs associated with the installation of the kitchen and control trailers at the jail, replacement of the electrical panels at the jail and repaving the small parking area in front of the Detention Center. There is also a need for an increase in the furnishings budget. Furniture prices are mostly for modular furniture. Furniture was ordered from the State contract; the project can be bid out, but the dealer on the State contract would have to be paid for the work drawn to date. The \$110,000 requested FF&E increase represents new employees added and high density filing. Ms. Cassie Jenkins will research pricing and timing issues.

The total increase requested of \$432,640 including a \$100,000 contingency was approved. The source of funding needs to be identified. Mr. Downey requested that the number of owner- and contractor-generated requests needs to be kept to a minimum. Mr. Boyer pointed out that, to date, most of the requests have been in structural improvements.

The Adult Detention Center is progressing. The schedule will be reviewed with the Sheriff's Office at the tenants' meeting on April 21, 2005.

### **Warren Green**

Mr. Hooper stated that final contractor payment had been authorized. Close out figures should be available at the FPIC May 2005 meeting.

Mr. Robison requested that the laminate floor by the back door/elevator lobby be replaced. Mr. Boyer noted that it was scheduled to be repaired, not replaced. He will provide update at the FPIC May 2005 meeting.

Mr. Robison noted that the front door and the door to the porch from the Board of Supervisors office have been trimmed and not painted. He expressed concerned about damage if the wood is not painted. Additionally, the outside column is still not repaired. These items are addressed in Mr. Boyer's Project Summary, dated April 8, 2005. Mr. Robison requested the Mr. Boyer research the possibility of separating the HVAC in the 2<sup>nd</sup> Floor Conference Room from the Board of Supervisors' office.

### **Parks and Recreation Projects**

Mr. Larry Miller gave a brief overview of Parks and Recreation projects.

Marshall Community Center – no additional update on the Marshall Community Center.

Northern Sports Complex - The preliminary project program for development for the Northern swimming pool was previously forwarded to the Board of Supervisors. Mr. Downey stated that it is important to have a preliminary schedule for the pool when meeting with the Mellon trustees in May. The site plan should be submitted in early May. Mr. Downey pointed out the importance of quality bid documents.

Monroe Park - The initial plans for Monroe Park were submitted to MBP and General Services.

Central Sports Complex - The land swap is the main focus on the Central Sports Complex. Phase I plans have been forwarded to Community Development. Because of flood plain issues, a lomar (the FEMA appeals process) has been submitted to FEMA. No buildings are in the area in question.

### **Projects under Preliminary Development**

A.J. Childs Building – Parking lot drainage project and the stairwell repair project are proceeding to bid with survey documents. HVAC survey is underway. Once HVAC plans are finalized, Mactec will proceed with the design.

Fleet Maintenance Roof – Mactec is performing the roof replacement design.

Warrenton Library HVAC – Mactec is performing the design.

Old Jail Museum – Survey has been completed on existing conditions. The construction budget is estimated at \$90,000; the contingency should be 20%. Mr. Hooper and Mr. Tippie will meet to identify funding. The problems appear to be related to flashings, gutters, and splash-back from the sidewalk.

New Courthouse Patio and Ramp – Mr. Robison questioned if the Town of Warrenton had any upcoming projects. If not, the County should bid this project.

**Discussion**

Pelham Street - Mr. Hooper noted that a landscaping design has been submitted to the Town of Warrenton. A new extension for the office trailers is forthcoming. The Town has use of the adjacent land for a small park at the Town's expense.

County-owned Properties – Mr. Hooper stated that progress continued on the County-owned properties project.

**Next Meeting Date**

The next meeting of the Facilities Planning and Implementation Committee will be Tuesday, May 10, 2005, at 5:00 p.m.

With no further business the meeting adjourned at 6:40 p.m.